

# ***Section 319 Final Report Requirements***

A Final Report is required for all Section 319 grant projects. The report is a summary of the entire project and conveys important information about the project, including its successes and failures, lessons learned, and the way in which grant funds were spent. Project sponsors should keep the Final Report development in mind throughout the duration of the project. Two (2) copies of the report must be submitted. IDEM keeps one for the project file and sends one to EPA, which uses these reports to help assess the success of 319 grant projects. There is no specific format required for the Final Report, however it must include, at a minimum, the following information:

- ☐ Introduction - including a brief overview of the project and the goals and objectives for the project.
- ☐ Narrative documentation of the completion of all duties in the contract. This consists of a summary of all work completed for each contract duty.
- ☐ Supporting documentation and products produced with grant funds or match such as newspaper articles, brochures, videos, survey results, etc.
- ☐ All data collected during the project. Monitoring data should be submitted in an electronic format.
- ☐ A summary and discussion of project results, including monitoring results, demonstration project effectiveness, BMP effectiveness, estimated load reductions, water quality improvements, and effectiveness of education and outreach.
- ☐ Discussion of the successes and failures of the project and lessons learned.
- ☐ Discussion of future activity, including future projects/plans based on the results of this project.

The Final Report is a contract duty, and is therefore due by the end date of the contract. Ten (10) percent or \$10,000 (whichever is less) of the total Section 319 funds will be withheld until a complete Final Report is received.

Rev. 2/13/03